

# Job Opportunity Bulletin

Post Date: November 14, 2017

## ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Salary Range: \$4,784 - \$5,988  
Permanent, Full-Time

**FINAL FILING DATE: UNTIL FILLED**

### JOIN THE DDS TEAM!

For information about the  
**DEPARTMENT OF  
DEVELOPMENTAL SERVICES**

Please visit our website at  
[www.dds.ca.gov](http://www.dds.ca.gov)

The Quality Management Section oversees DDS' quality management initiatives and projects related to services for individuals with developmental disabilities. The focus of this position is implementation of the statewide Quality Assessment Project that collects reliable consumer and family satisfaction and outcome data in order to evaluate the performance of the community developmental services system.

For complete duties, please see the duty statement on the following page.

Please refer to:

Position #: **472-060-5393-103**

Mail your application to:  
Dept. of Developmental Services  
1600 Ninth Street, MS-Q  
Sacramento, CA 95814  
Attention: Claudia Lutz

All applications will be  
screened and only the most  
qualified will be interviewed.

### DESIRABLE QUALIFICATIONS:

- ❖ Demonstrate the ability to work in a fast-paced environment and to organize/prioritize workload to meet demands.
- ❖ Proficient in Microsoft Word, Excel, and Outlook.
- ❖ Excellent oral and written communication and interpersonal skills.

### ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed State application (STD. 678) by the final filing date. All applicants will be considered; however, Reemployment/SROA/Surplus candidates will be given priority. Please include on your application the **position #472-060-5393-103** and the **basis of your eligibility** (list eligibility or transfers must meet the minimum qualifications (MQs) of this classification).

If you are using list eligibility from an on-line exam to qualify for this position, you **must** include with your application any documentation (i.e., copy of transcript, degree, license, etc.) to verify meeting the MQs. The MQs will be verified prior to interview and/or appointment.

If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.

### CONTACT INFORMATION

Name: Claudia Lutz  
Number: (916) 322-7784  
Email: [claudia.lutz@dds.ca.gov](mailto:claudia.lutz@dds.ca.gov)



"Building Partnerships, Supporting Choices"

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 9<sup>th</sup> Street, MS-Q  
Sacramento, CA 95814

**COMMUNITY SERVICES DIVISION  
OFFICE OF COMMUNITY OPERATIONS  
PROGRAMS AND POLICY BRANCH  
QUALITY MANAGEMENT SECTION**

**DUTY STATEMENT**

**JOB TITLE:** Associate Governmental Program Analyst

**POSITION #:** 472-060-5393-103

**POSITION DESCRIPTION:** The Quality Management Section oversees DDS' quality management initiatives and projects related to services for individuals with developmental disabilities. The focus of this position is implementation of the statewide Quality Assessment Project that collects reliable consumer and family satisfaction and outcome data in order to evaluate the performance of the community developmental services system. The position requires excellent analytical skills, critical thinking, strong writing skills, the ability to communicate clearly both verbally and in writing, and expertise in data management and analysis.

**SUPERVISION EXERCISED:** N/A.

**SUPERVISION RECEIVED:** Reports to and under general direction of the Assistant Chief of the Quality Management Section

**EXAMPLES OF DUTIES:**

Essential Job Functions:

- 35% Project/Contract management, including clarification of expectations, development of work plans, scheduling of timelines, monitoring/reporting on progress towards outcomes to supervisor and DDS management, identifying barriers and developing plans to address them to assure the achievement of outcomes.
- 20% Collection, organization, maintenance, analysis, and development of reports and recommendations on performance data.
- 20% Detailed review and editing of technical reports, and creation of report summaries for diverse audiences.
- 10% Maintenance of effective, ongoing communication and provision of training, technical assistance and support to internal DDS staff, the State Council on Developmental Disabilities, regional centers and other contractors/stakeholders.
- 5% Collaborate internally with other Divisions and externally with other State Agencies and Stakeholder groups.

**Marginal Job Functions:**

5% Produce related budget proposals, regulations, bill analysis and other written communications.

5% Participation in project groups, either as a team leader or team member.

**WORKING CONDITIONS:** Work is performed in an open-spaced, partitioned office environment. There is approximately 10 percent statewide travel, managing tight timelines and multiple priorities, sitting for extended periods of time while using a personal computer or reviewing documents and working papers.

**DESIRABLE QUALIFICATIONS:**

- Analytical concepts, principles, and techniques;
- Government structure, organization and function;
- Planning, policy and systems/management analysis and program evaluation;
- Project management principles, including work plan development and budgeting;
- Use of computer hardware and software, including Microsoft Word, Excel, PowerPoint and Outlook;
- Manage multiple projects in order to meet Departmental goals and objectives;
- Communicate effectively, verbally and in writing, the results of analytical processes;
- Work collaboratively in multidisciplinary teams, and develop and maintain cooperative and harmonious relationships with contractors, regional center and developmental center administrators, other state agencies, peers, the public, and others;
- Apply analytical concepts, and reason logically to develop and recommend solutions or policy;
- Manage and work with various data sets to provide analysis and monitor system performance;
- Work in a lead capacity and coordinate work of others;
- Perform legislation review and analysis;
- Apply quality management principles and techniques;
- Represent the Department, as requested by the supervisor; and
- Work independently and as part of a team.

**CERTIFICATION OR LICENSE:** None.